

**Memorandum of Understanding
Between the General Services Administration
And the National Federation of Federal Employees (NFFE)
Presidential Inaugural Committee (PIC) NCR/ROB Move**

The General Services Administration ("GSA" or "the Agency") and the National Federation of Federal Employees ("NFFE" or "the Union"), together "the Parties," enter into this Memorandum of Understanding regarding the Presidential Inaugural Committee (PIC) NCR/ROB move, formally noticed on November 20, 2015.

GSA agrees to the following:

1. Work stations for employees will be placed to maximize direct access to daylight.
2. Existing employee telework arrangements and work schedules will not be impacted by the PIC NCR/ROB move.
3. Employees will be given the opportunity to verify their possessions pre- and post-move. Employees will report any discrepancy regarding pre- and post- move possessions to their Change Champion or his or her designee.
4. Neighborhoods will be uniform to the greatest extent possible.
5. Management will utilize a change management and communication plan to address the change in work culture. For example, issues including but not limited to cleanliness and noise levels will be addressed.
6. Reasonable accommodation arrangements will be maintained and new requests will be addressed through Agency established procedures.
7. Maintain or exceed current access to kitchen areas, conference and meeting spaces.
8. Ensure that employee working files will be in close proximity to their neighborhood.
9. Employees will have access to locked storage space to secure personal effects.
10. Employees will be given a reasonable opportunity to request relocation within their neighborhood.
11. Share findings/reports of annual safety inspections with the Union.
12. Provide quarterly updates to the Union and an opportunity for collaboration during the build-out process, and annual updates thereafter.
13. Collaborate with the Union on major changes that arise during the build-out process.
14. Provide the Union an opportunity to participate in working groups and briefings as scheduled.
15. Encourage employees experiencing difficulties related to their new work environment to notify their supervisor as soon as possible.

This Memorandum of Understanding will be enforceable on a national basis by the parties, using the negotiated grievance and arbitration processes in the current CBA, should either Party allege a breach. This Memorandum of Understanding does not change or supersede any previous agreements, or portions of previous agreements, except to the extent expressly stated in this Memorandum of Understanding. This Memorandum of Understanding will become effective upon signature by authorized representatives of both parties.

For NFFE:

(b) (6)

Rakaia Jackson
NFFE GSA Council President

2/9/14
Date

For GSA:

(b) (6)

Antonia Harris
Chief Human Capital Officer
Office of Human Resources Management
GSA